

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 9.26	PAGE NUMBER 1 of 3
	RELATED ACA STANDARDS:	
CHAPTER: 9-PERSONNEL, TRAINING AND EMPLOYEE-MANAGEMENT RELATIONS	SUBJECT: REQUEST AND APPROVAL OF ADVANCED SALARY DUE TO EXCEPTIONAL QUALIFICATIONS	
APPROVED BY THE COMMISSIONER:		
EFFECTIVE DATE:		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: Merit Rule 4.0, Pay Plan; Section 4.4.2

II. PURPOSE: To ensure equity in the awarding of advanced salaries to those employees with qualifications clearly over and above those required as a minimum by the class specification.

III. APPLICABILITY: All merit system DOC employees

IV. DEFINITIONS:

Advanced Salary: A higher rate of pay at the time of hire, promotion, or reclassification, where the employee's qualifications are clearly over and above those required as a minimum by the class specification.

Career Ladder Promotion: Movement to a higher pay grade based on movement along a career path without competition upon meeting all promotional standards.

Classification: An analysis of the duties and responsibilities of a position and its assignment to a class.

Competitive Promotion: Movement to a higher pay grade based on selection from any number of candidates through interview and/or a competitive selection process.

Critical Reclassification: A change in the classification of a vacant encumbered position.

Internal Equity Analysis: The comparison of education, experience and State service for employees in similar classifications and pay grade to evaluate compensation equity.

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Maintenance Review: The review of occupational work by classification, not a particular position, agency or program, to develop and maintain an up-to-date classification structure including identification of occupational groups/series and new class specifications.

Merit Service: The length of employment by the State of Delaware in classified position(s) minus breaks in service.

Minimum Qualifications: Entry requirements, including selective requirements, which must be met for an individual to be eligible for appointment to a classified position or to take an examination.

V. POLICY: The DOC seeks to ensure compensation of its employees is conducted in a fair and equitable manner recognizing an employee's merit service, education, training and experience.

A. All advanced salary requests for merit system employees must be routed through the DOC Human Resources Office for an internal equity analysis prior to approval by the Commissioner. This does not preclude managers from discussing advanced salary requests with the Commissioner before a formal request is made.

B. An employee or applicant may request an advanced salary in the following circumstances:

1. Competitive promotion
2. Critical reclassification or maintenance review resulting in a promotion
3. A new hire where the candidate's credentials exceed the minimum qualifications and selective requirements of the classification.

C. The employee/applicant, or their management team, must submit the advanced salary request in writing, through their respective Bureau Chief, to the Human Resources Office with an explanation of why the advanced salary is justified. The Human Resources Office will then conduct an internal equity analysis.

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D. The internal equity analysis takes into account the requesting employee's merit service, education, training and experience, comparing it to other Department employees in the same or similar classifications and pay grades. If there are no DOC employees in the same or a similar classification, then an analysis will be conducted with employees in other pay grades and mathematical adjustments made accordingly. Private sector experience will be included in the analysis. It is the requesting employee's responsibility to ensure all education and experience that may not be in their personnel record, is included in their request.

E. Once the internal equity analysis is complete, the DOC HR Director will forward the request to the Commissioner for review.

F. While maintaining equity with others in the same or similar classifications pay grade, the Commissioner may approve an advanced salary of up to 85 percent of midpoint where the applicant's qualifications are clearly over and above those required in the minimums or if the position has a critical shortage of applicants.

G. The Commissioner may forward the request to the Office of Management and Budget for approval of an advanced salary higher than 85 percent, if the internal equity analysis warrants a higher rate.